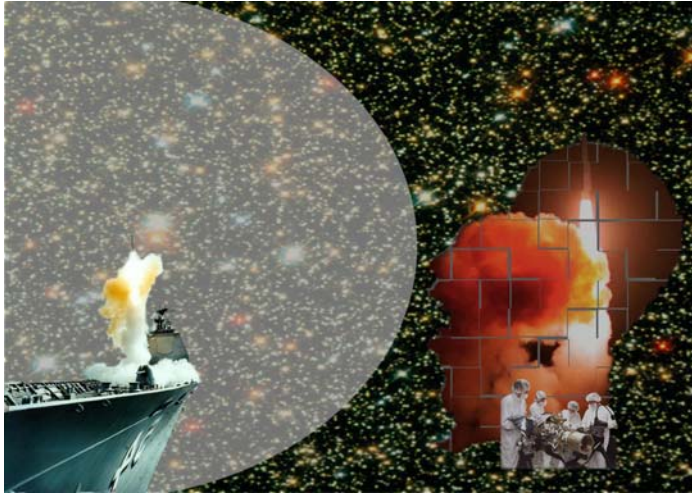


# Missile Defense Agency Student Career Experience Program

Co-operative Education



## What is the Missile Defense Agency?

The Missile Defense Agency (MDA) is a Department of Defense (DoD) agency that is structured to respond to existing and emerging ballistic missile threats to the United States, its forward deployed forces, our allies, and our friends around the world. Our stated mission is “to deliver what we promise and what we promise is missile defense...that responds to a changing and growing threat.”

To achieve this mission, MDA works closely with industry, colleges and universities, and other government agencies in the development of sophisticated ballistic missile defense weapons systems. MDA also supports advanced research in such areas as aerospace, lasers, communications, information technology and electronics. MDA is an acquisition organization, supporting ballistic missile defense through project management, analysis and procurement.

When you join the Missile Defense Agency as a student employee, you will become part of a workforce of dedicated civilian and military employees and numerous contractors. While members of the MDA workforce can be found in four locations—Arlington, Virginia; Huntsville, Alabama; Colorado Springs, Colorado and Anchorage, Alaska—**the majority of the staff works at the Virginia location, near our Nation’s Capital.**

The Missile Defense Agency team is representative of the American workforce—we are dedicated, hardworking and focused on our mission. To that end, we are searching for the “best and brightest” to join us.



## Why work for the Missile Defense Agency?

When you are trying to determine the direction to take in your professional life, today's job market can be pretty confusing. You might start with a checklist of what you expect from your career. If your expectation of the "right job" is one that motivates you to do your best, recognizes and rewards your efforts, has a well-defined career path for advancement, and utilizes (and challenges!) your knowledge and skills, the Missile Defense Agency's Student Career Experience Program (SCEP) may be for you.

The SCEP is a paid opportunity to work alongside some of the best and brightest in this field. Learn from them as you prepare to transition into their "shoes."

Put the Missile Defense Agency at the top of your checklist. We can fulfill your expectations by offering tough, exciting and rewarding jobs. If you count yourself among the "best and brightest," you may qualify to become an MDA student employee.

## Is tuition assistance available for college courses?

Student employees are eligible for tuition assistance with the proper advance approval.

## What is the Student Career Experience Program (SCEP)?

Current college students are given opportunities to work part-time at MDA while taking classes, or full-time during semesters and summer breaks. The program, often referred to as Co-operative Education (Coop), provides work experience that is directly related to the student's academic program. Participants are eligible for non-competitive conversion to permanent or other temporary appointments, upon completion of their programs and 640 hours of work prior to graduation.

## Are travel costs reimbursed?

SCEP students are reimbursed for travel expenses incurred during official government travel. All travel expenses related to any required formal training courses are also fully reimbursed. All travel must be approved in advance.

## What is the starting pay of a SCEP student?

Starting pay for SCEP students will vary depending on academic level and experience. Pay ranges from the GS-4 to GS-9 levels. The federal pay scale varies by geographical region of the country and specialty. The locality and specialty pay tables may be accessed at the following:  
[www.opm.gov](http://www.opm.gov)



## What are the benefits of the SCEP?

SCEP students are given permanent federal appointments with options of full-time or part-time schedules, depending on academic schedule and availability. Benefits include:

- ✓ 10 Paid Holidays
- ✓ Competitive Salaries
- ✓ Vacation and Sick Leave –  
Beginning federal employees earn four hours of sick leave and four hours of annual leave for each two-week pay period they work
- ✓ Eligibility for health insurance
- ✓ Eligibility for life insurance
- ✓ Opportunity to enroll in the Thrift Savings Plan (TSP)
- ✓ Coverage under the Federal Employees Retirement System (FERS)



## What are the qualifications and requirements for the SCEP?

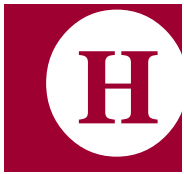
- U. S. citizenship
- Ability to qualify for a Secret clearance
- Current enrollment, at least half-time, in an accredited educational institution pursuing a bachelor's, master's or higher degree in a field related to SCEP positions. SCEP positions may be available in the fields of:
  - ✓ **Engineering**
  - ✓ **Business**
  - ✓ **Science**
- Current academic good standing
- Ability to pass mandatory drug test
- Before appointment, students must enroll in school's co-operative education program

MDA is an equal opportunity employer. We are proud of our accomplishments and our contributions to national defense. We are seeking individuals who wish to apply their talents to a career that is challenging, rewarding, and of a direct benefit to our nation.



## Is housing available?

The Missile Defense Agency does not have a housing service. While the MDA sites will provide information to assist in locating suitable housing, SCEP participants are responsible for acquiring their own housing accommodations. The cost of housing varies greatly among the MDA locations. Applicants are strongly encouraged to seek additional information on the cost of living at the various sites prior to deciding location preferences.



How do I apply for the SCEP?

## Send the following:

- Resume with GPA, citizenship status and E-mail address
- Coop office eligibility agreement from your school's co-op office
- Undergraduate and graduate (if pertinent) transcripts. An unofficial transcript may be submitted as part of the initial application, but an official transcript will be required before a final appointment is made. Applications will not be considered complete without a transcript.

## To:

**MDA Recruiting c/o EMC Inc.  
2110 Washington Blvd. Suite 150  
Arlington, VA 22204**

### **Equal Opportunity Employer**

*The Missile Defense Agency is an equal opportunity employer. All qualified and eligible applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, or disqualifying physical handicap, or age, or any other non-merit factor.*



What is the selection process?

Candidates will be evaluated on related courses, competitive GPA, academic or community distinctions, and employment experiences to date. Candidates may be asked to participate in an interview. Successful candidates will be notified of their conditional selection and their MDA placement. A mandatory security clearance process will then be initiated and must be successfully completed as a condition of employment. The candidate will also be subject to a mandatory drug test.



What if I have other questions about the program?

Please forward any questions you may have that are related to personnel issues to the HR SCEP Coordinator. The E-mail address is:

[mda-humanresources@mda.mil](mailto:mda-humanresources@mda.mil)

Please visit our Web site at:

[www.acq.osd.mil/mda](http://www.acq.osd.mil/mda)